



# ***Ciltskoki*: Indexed Records from *Raduraksti***

Latvia “How to” Guide, Intermediate Level: Instruction

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## **GOAL**

You will learn how to use the website *Ciltskoki* to locate indexed birth, marriage, and death records for your Catholic, Lutheran, and Russian Orthodox ancestors.

## **INTRODUCTION**

*Ciltskoki* is a Latvian website run by volunteers who index records from *Raduraksti*, the Latvian State Historical Archive’s digital reading room. There are over three million birth, marriage, and death records currently indexed on *Ciltskoki*, and more are being added regularly. To use this website, you will need to know both the religion and parish that your ancestor belonged to.

You may want to consult the following “How to” Guides before continuing:

- [\*Raduraksti\* Online Church Records](#)

For information on how to read Latvian records, which may be written in various languages, consult the following sources:

- [Latvian Genealogical Word List](#)
- [Russia Handwriting Wiki](#) – contains links to words lists, tutorials, and other useful resources.
- [Germany Handwriting Wiki](#) – contains links to word lists, tutorials, and other useful resources.
- [Polish Genealogical Word List](#)

## **HOW TO**

### **Getting Started:**

The *Ciltskoki* website is in Latvian but can easily be navigated using this “How to” Guide. The website can be translated into English using Google Translate (when using Google Chrome, right-click anywhere on the page and select **Translate to English**). However, for best results, use the Latvian version, as some features disappear when translated into English.

In this “How to” Guide, Latvian terms are accompanied by their English translation in parentheses.

1. Navigate to [ciltskoki.lv](http://ciltskoki.lv).
2. To access *Ciltskoki*'s indexed records, you will need to first register for a free account. To do so, click on **Reģistrēties (Register)**, found halfway down the right-hand side of the page.
3. Fill out the fields. The name and username you enter will be public, but your email address will be kept confidential. Below are the required fields and their English translations:
  - **Vārds (First name)**
  - **Uzvārds (Last name)**
  - **E-pasts (Email)**
  - **Atkārtot e-pastu (Repeat email)**
  - **Lietotājevārds (Username)**
  - **Parole (Password)**
  - **Atkārtot parole (Repeat password)**
4. Select your localities of interest (these areas will show up as your localities of interest in your profile and do not affect your ability to search for indexed records) in the **Novadi (Municipalities/Counties)**, **Pilsētas (Cities)**, and **Citas teritorijas (Other areas)** sections.
  - **Novadi** are municipalities or counties. If you are unsure which novadi your ancestor lived in, see this [map](#).
  - **Pilsētas** are cities. Those listed are major cities in Latvia.
  - **Citas teritorijas** include places such as **Abrenes apr.** (now **Pskov, Russia**), which was historically part of Latvia, but which following the world wars was ceded to Russia. Other areas listed in this section are neighboring countries: **Baltkrievija (Belarus)**, **Igaunija (Estonia)**, **Krievija (Russia)**, and **Lietuva (Lithuania)**.
5. Be sure to check the **Piekrītu Privātuma politikai (I Agree to the Privacy Policy)** box. It is located at the top of the page and can be easy to miss.
6. Fill out the **Drošības kods (Security code)** box with the numbers and letters you see in the image above.
7. After you have entered the required information, click on the yellow **Reģistrēties (Register)** button to submit your request.
  - If an error notice pops up, copy the text in the notification and paste it into [translate.google.com](http://translate.google.com) to see what the error is.
  - If you need to return to the registration page, you will need to type in the new security code and retype your password.
8. Upon registering, you will receive an email confirming the creation of your account. Click on the activation link in the email to complete your *Ciltskoki* registration.

- Be sure to check the Spam/Junk folder in your email in case the confirmation email ends up there.

## Searching for Records:

*Ciltskoki* has many resources available, including genealogy research links, an online forum, and family reunion announcements. This “How to” Guide, however, will focus on locating birth, marriage, and death indexes for your Latvian ancestors.

1. Navigate to [ciltskoki.lv](http://ciltskoki.lv).
2. Sign in by typing your username and password into the empty boxes on the far right and clicking on **ienākt (Log in)**.
3. To locate indexes, hover your mouse over the **Baznīcu grāmatas (Church books)** tab at the top of the screen, and then select **KLM saraksti (KLM Listings)**. Note the following Latvian terms and abbreviations:
  - **K = Kristītīe** = baptism
  - **L = Laulātie** = marriage
  - **M = Mirušie** = death
4. The page brings up two search options:
  - The first search box, **Meklēt pēc uzvārda (Search by last name)**, allows you to enter a surname or partial surname; it will then search through ALL indexed records available on Ciltskoki, regardless of parish or religion. Note: This search option is invaluable if you do not know the parish your ancestors lived in; however, the surname search is unfortunately only available to people who have a current Latvian mobile phone number.
  - The second search option, **Skatīties reģistru sarakstus (Search registry lists)**, is available to anyone with a *Ciltskoki* account. This search option allows you to browse indexed records for a specific parish.
5. In the **Izvēlēties draudzi (Choose a parish)** drop-down box next to the **Skatīties reģistru sarakstus (Search registry lists)** search option, click on your ancestor's parish. The parishes are organized first by religion and then alphabetically. Note that *Ciltskoki* uses the Latvian spelling of the town.
  - **katoļi** = catholic
  - **luterāņi** = Lutheran
  - **pareizticīgie** = orthodox
6. Next, select which record type(s) you would like to locate: **Kristītīe (Baptism)**, **Laulātie (Marriage)**, or **Mirušie (Death)**. When you have selected your parish and record type(s), click on **Parādīt (Search)**.
7. Below the parish search bar, you will find a heading with the bolded name of your chosen parish, followed by the word **draudze (parish)** and the religion. Underneath this information are bullet points (preceded by a > symbol) next to each record type (birth,

marriage, and/or death) that you searched for; these show the year ranges for which indexed records are available. Note that in this case, **KRISTĪTO** is baptism, **LAULĀTO** is marriage, and **MIRUŠO** is death. Below that is an index table.

Note the following navigation information:

- Records are indexed alphabetically by surname, then chronologically.
- The tool bar above the table allows you to click on a letter to jump to that letter in the index.
- Just below the alphabet bar are hyperlinked sets of results within the letter you are currently viewing.

Translations of the column headings for birth, marriage, and death indexes are found below.

### Baptism, Marriage, and Death Column Headings:

Latvian	English
Nr.	Number (from <i>Ciltskoki</i> )
Uzvārds	Surname
Piezīmes par Uzvārdu	Notes about the Surname
Vārds	Given name
Tēvs	Father
*Reģ. gads	Registration Year
*Kadra nr.	Image Number (from <i>Raduraksti</i> )
*Reģ. nr.	Entry Number (from the record)
Piezīmes	Notes (in the marriage section, notes will include the name of the spouse, with the spouse's surname followed by the given names; s. = bride; v. = groom)
Konfesija	Religion
*Draudze	Parish (the K, L, or M abbreviation shows whether it is a baptism, marriage, or death record)
*Dekanāts	Deanery

8. The details marked with an asterisk (\*) in the table above will aid you in locating the original record on *Raduraksti*. For instruction on using *Raduraksti*, please see the [Raduraksti: Online Latvian Church Records "How to" Guide](#).

## PRACTICE

Follow along with the scenarios below to practice locating indexed records on *Ciltskoki*.

Locate a birth record index for **Anastasija Grabovska**, who was **born in 1839** in the **Roman Catholic** parish of **Andrupenes**.

1. Navigate to [ciltskoki.lv](http://ciltskoki.lv), and sign in.
2. Hover your mouse over the **Baznīcu grāmatas (Church books)** tab and click on **KLM saraksti (KLM Listings)**.
3. In the **Izvēlēties draudzi (Choose a parish)** drop-down box next to the **Skatīties reģistru sarakstus (Search registry lists)** search option, click on **Andrupenes**, found under the heading **katoļi**.
4. Check the box next to **Kristītie** to select **baptism** records. Click on **Parādīt (Search)**.
5. From the list of letters, click on **G**.
6. Page through the search results (by clicking on the hyperlinked sets of results listed just below the alphabet bar) until you find an entry for **Anastasija Grabovska** born in **1839**. Anastasija is found on the second page of search results (results **51-100**), number **71**.
7. According to the index, **Anastasija Grabovska** was **born in 1839**. Her **father was Jans**, and she can be found on **image 77, entry 24**, in the **Andrupenes Draudze (parish)** in the **Augšdaugavpils Dekanāts (Deanery)**. This information can be used to access the original image on *Raduraksti*.
8. To access the original record, go to [raduraksti.arhivi.lv](http://raduraksti.arhivi.lv) and sign in.
  - For more details regarding *Raduraksti*, including how to set up a free account, please see the [Raduraksti: Online Latvian Church Records "How to" Guide](#).
9. Under **Kolekcijas**, click on **Baznīcu grāmatas (Church books)** and select the religion, which in this case is **Romas katoļi (Roman Catholic)**.
10. According to the index on *Ciltskoki*, Anastasija's birth record is found in the **Augšdaugavpils Dekanāts (Deanery)**. As such, click on **Dekanāti (Deaneries)**, and then select **Augšdaugavpils**.
11. Click on **1839-1839 Dz**. (**Dz** is an abbreviation for **Dzimušie**, which translates to **birth**.)
12. Using the information from the index, navigate to **image 77**. Anastasija's record is **entry 24**; her name is written vertically in the far left column.

Locate the marriage record of **John Cimziets** and **Emilia Maria Meinhards**, who were **married in 1895** in the **Evangelical Lutheran** parish of **Carnikavas**.

1. Navigate to [ciltskoki.lv](http://ciltskoki.lv), and sign in.
2. Hover your mouse over the **Baznīcu grāmatas (Church books)** tab and click on **KLM**

### saraksti (KLM Listings).

3. In the **Izvēlēties draudzi (Choose a parish)** drop-down box next to the **Skatīties reģistru sarakstus (Search registry lists)** search option, click on **Carnikavas**, found under the heading **Iuteraāņi**.
4. Check the box next to **Laulātie** to select **marriage** records. Click on **Parādīt (Search)**.
5. From the list of letters, click on **C**.
6. Look through the search results until you find an entry for **Cimziets; Jānis** is **number 3** in the list of C's. John is an Americanized version of the name Jānis. The index states that he was married in **1895** to **Emīlija Marija Meinhardts** (Meinhardts is listed first, since it is her surname). Their record is found on **image 39, entry 6** of the **Carnikavas Draudze (Parish)**. This information can be used to access the original image on *Raduraksti*.
7. To access the original record, go to [raduraksti.arhivi.lv](http://raduraksti.arhivi.lv) and sign in.
  - For more details regarding *Raduraksti*, including how to set up a free account, please see the [Raduraksti: Online Latvian Church Records "How to" Guide](#).
8. Under **Kolekcijas**, click on **Baznīcu grāmatas (Church books)** and select the religion which in this case is **Ev. Lut. (Evangelical Lutheran)**.
9. According to the index on *Ciltškoki*, Jānis Cimziets and Emīlija Marija Meinhardts's marriage record is found in the **Carnikavas Draudze (Parish)**. As such, click on **Draudzes (Parishes)** to see a list of Evangelical Lutheran parishes.
10. Scroll down until you find **Carnikavas (Zarnikau)**.
11. Jānis and Emīlija were married in 1895, which will be included in **1895-1895 Dz,L,M (I,v)**. Click on that option. In this example, the abbreviations I,v imply that this parish contains both ethnic Latvians and ethnic Germans.
12. Using the index as a guide, navigate to **image 39**. Their marriage record is **entry 6**; their names are listed in Russian, and then again in parentheses in Latin letters.

## ACTIVITY

Now, test your skills you have learned in this "How to" Guide. The Activity is a way to check your knowledge and let you know you've mastered the Guide! Click [here](#) to try out the Activity.

